# PERFORMING ACCOUNTS PAYABLE LOCK MAINTENANCE (AP-ADM-4)

**FEBRUARY 1999** 

VERSION (2.0)

# PERFORMING ACCOUNTS PAYABLE LOCK MAINTENANCE

## **OVERVIEW**

Accounts Payable locks prevent conflicting programs or functions from being selected simultaneously. When a program or function is selected in Accounts Payable, a check is done to see if a function is in use that would cause a conflict. If there is no conflicting function in use, the selection is allowed and a temporary lock record is created to prevent another user from selecting a conflicting function. This temporary lock record is automatically removed when the program or function is exited. If there is a power failure or a system problem, the lock record may have to be removed by using the AP Lock Maintenance screen.

# USING THE AP LOCK MAINTENANCE FUNCTION

### AP Lock Maintenance:

- Displays which programs, if any, are in use (locked).
- Should be used to delete locks only if no one is accessing the programs listed as in use.

### Example of AP locks in use:

- An Accounts Payable clerk is using the Automated Checks program to print vendor checks
- Another clerk tries to access Invoice Maintenance.
- A potential conflict is prevented by blocking access to Invoice Maintenance, which cannot be accessed until the other program is exited.

The locks should not be deleted.

### However,

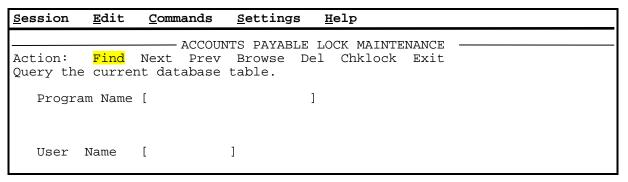
- if no one was accessing the Automated Checks program, and
- a user could not access Invoice Maintenance, and
- the Automated Checks program was shown to be in use in AP Lock Maintenance, then

Delete the lock to allow access.

### To Access AP Lock Maintenance, Select:

- A) FINANCIALS
  - D) Accounts Payable Menu
    - A) Auxiliary Programs
      - C) AP Lock Maintenance

The following screen is displayed:



- 1. Select **Find** from the Ring Menu.
- 2. Press **ESC** to search for any locks.
- 3. If any inappropriate locks appear, select **Del** from the Ring Menu to delete them.
- 4. Select **Chklock** from the Ring Menu.

The A/P Check Printing Lock screen appears.

- 5. Select **Find** from the Ring Menu.
- 6. Press **ESC** to search for any locks.
- 7. If any inappropriate locks appear, select **Del** from the Ring Menu to delete them.